Template: Job description

**Job Title (e.g. ‘Sexual Health Screening Counsellor’)**

Full-time equivalent (hours/week):

Classification (level, remuneration):

Duration (casual/fixed term/ongoing):

**Description**

e.g. ‘The sexual health screening counsellor at Atlantis Checkpoint provides a comprehensive HIV and STI rapid screening, counselling and referral service to MSM in Atlantis City. The counsellor works at the Checkpoint premises and reports to the Checkpoint Coordinator.’

**Responsibilities and Duties**

E.g.

* Carry out rapid HIV tests using capillary blood samples
* Provide pre-and post-test counselling, testing, referral and linkage to care according to the Atlantis Checkpoint policies and guidelines
* Collect risk assessment and evaluation data
* Maintain appropriate statistics and documentation
* Develop and maintain working relationships with relevant MSM community stakeholders, health service providers and referral sources.
* Contribute to Atlantis Checkpoint testing promotion and communication activities
* Other duties as directed.

**Selection Criteria**

Qualifications

E.g.

* A diploma or degree in nursing, social work or psychology, or equivalent experience.

Essential Selection Criteria

E.g.

* Excellent communication, listening and counselling skills
* Skills and experience in performing rapid screening tests using capillary blood samples or willingness to attend training
* Skills and experience in providing pre- and post test counselling to MSM with both non-reactive and reactive screening test results, or willingness to attend training
* Knowledge of HIV transmission, prevention, treatment and care
* Knowledge of homophobia and HIV stigma, and their effects on MSM
* Ability to use (electronic and paper-based) appointment, data collection and documentation systems
* Ability to maintain professional confidentiality
* Ability to build and maintain relationships of respect and trust with MSM with a wide range to backgrounds
* Good information technology and social media skills.

Desirable Selection Criteria

E.g.

* Knowledge, skills and experience in health promotion and./or social marketing
* Knowledge, skills and experience in monitoring and evaluation of health service interventions
* Existing working relationships with MSM-focussed businesses, community groups and networks.

(Review Date: xx/xx/xxxx)